

TOWN OF WESTMORELAND

SITE PLAN REGULATIONS

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Adopted by the Westmoreland Planning Board
After Public Hearing on November 14, 2000

SITE PLAN REGULATIONS

SECTION I Authority

Pursuant to the authority vested in the Westmoreland Planning Board by the voters of the Town of Westmoreland in November of 1982 and in accordance with the provisions of RSA 674:43 and 44, of the New Hampshire Revised Statutes Annotated, and as amended, the Westmoreland Planning Board adopts the following regulations governing the development or change or expansion of use of tracts for nonresidential uses or multi-family dwelling units, whether or not such development includes a subdivision or resubdivision of the site.

SECTION II Purpose

The purpose of the Site Plan Review process is to protect the public health, safety and welfare; to promote balanced growth; to promote the timing of development to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure sound site utilization; to avoid development which may result in negative environmental impacts; and to guide the character of development. The Site Plan Review Procedure in no way relieves the developer or his/her agent from compliance with the Zoning Ordinance, Subdivision Regulations or any other ordinance which pertains to the proposed development. No site plan will be approved until it complies in all respects with any and all pertinent ordinances and regulations.

SECTION III Scope of Review

Whenever any development or change or expansion of use of a site governed by these regulations is proposed or whenever any changes are proposed which differ from an existing site plan as previously approved by the Planning Board; before any construction, land clearing, building, development or change is begun; before any permit for the erection of any building or authorization for development on such site shall be granted; the owner of the property or his authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this regulation.

The Planning Board shall have the responsibility for making the final decision as to the necessity of Site Plan Review. Where there is any doubt as to whether or not a project requires Site Plan Review, the affected party should request a determination from the Board. In an effort to clarify what constitutes a change of use of sufficient magnitude or impact to trigger Planning Board action, the following guidelines will be observed:

- A. If the proposal involves a change of use category, e.g. from residential to commercial or from single family to multi-family.
- B. If the proposal involves external modifications or construction, including parking lots.
- C. If a change of use or expansion would involve significant impacts in terms of traffic & circulation, parking, or lighting; for example: a change from an

attorney's office to an accountant's office would probably not involve significant impact, but a change from a Bed & Breakfast to a restaurant would.

SECTION IV Definitions

The definitions contained in the Westmoreland Zoning Ordinances and in the Subdivision Regulations shall apply to the Site Plan Review Regulations.

SECTION V Application Procedure

A. Preliminary Conceptual Consultation (Optional)

1. The applicant may request a meeting with the Board to discuss a proposal in conceptual form and in general terms. Although this phase is strictly optional, the Board strongly suggests that the applicant avail him/herself of the opportunity to resolve any issues at this early stage that might become a problem later on. Such preapplication consultation shall be informal and directed toward:
 - a) Reviewing the basic concepts of the proposal.
 - b) Reviewing the proposal with regard to the master plan and zoning ordinance.
 - c) Explaining the state and local regulations that may apply to the proposal.
2. Preliminary conceptual consultation shall not bind the Applicant or the Board. Such discussion may occur without formal public notice, but must occur only at a posted meeting of the Board.

B. Design Review Phase (Optional)

1. Prior to submission of an application for Board action, an applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and general stage, involving more specific design and engineering details of the potential application.
2. The design review phase may proceed only after identification of and notice to abutters and the general public as required by RSA 676:4,I(d).
3. Persons wishing to engage in preapplication design review shall submit a request to the Board not less than 15 days before the regularly scheduled meeting of the Board. The request shall include:
 - a) List of abutters and their addresses taken from municipal records not more than five (5) days before submission.
 - b) Check to cover mailing and advertising costs.
4. Statements made by Board members shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.

C. Submission of Completed Application (Required)

1. A completed application shall be filed with the Planning Board secretary at least 15 days before a regular meeting of the Board. A completed application shall consist of all data required in Section VI of these regulations.
2. The Planning Board will review all plans for completeness. This review may take place at a regular meeting of the Board, or by a person or persons

designated to review plans for completeness prior to submission to the Board. If the plan is incomplete, the applicant will need to provide the missing submission items before the Board will vote to accept the application.

3. Submission and acceptance of an application shall only occur at a regular meeting of the Planning Board after due notification has been given according to RSA 686:4,I(d). Acceptance will be by affirmative vote of a majority of the Board members present.
4. When the Board has accepted a Completed Application, the Board shall provide a receipt to the Applicant indicating the date of acceptance, which is the start of the 90-day review.

D. Board Action on completed Application

1. The Board shall begin consideration of the Completed Application within 30 days of its acceptance. The Board shall act to approve, conditionally approve, or disapprove the Accepted Application within 90 days of acceptance of the application.
2. The Board may apply to the Selectmen for an extension not to exceed an additional 90 days before acting to approve, conditionally approve or disapprove an application. An applicant may waive the requirement for Board action within the time periods specified in these regulations and consent to such extension as may be mutually agreeable.
3. Approval of the application shall be certified by written endorsement on the plat and signed and dated by the Chairman and Secretary of the Planning Board. If any application is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the Applicant within 72 hours of the decision.
4. An approved plan shall be recorded by the Planning Board with the Register of Deeds of Cheshire County within 90 days of approval. Any subdivision plan not filed within this time frame shall be considered void.

E. Failure of the Planning Board to Act

- 1) In the event that the Planning Board does not act on an accepted application within the prescribed 90 days, the applicant may petition the Selectmen to issue an order directing the Planning Board to act within 30 days.
- 2) If the Planning Board fails to act within 40 days of this directive, the Selectmen must approve the application unless they find in writing that the plan does not comply with a local regulation. In the event the Selectmen fail to act, the applicant may petition superior court to approve the plan.

F. Conditional Approval

The Board may grant conditional approval of an application, but the plat will not be signed or recorded until all the conditions have been met. If the applicant has not complied with the conditions of approval within one (1) year, the approval is considered null and void and the applicant must submit a new subdivision application.

A further public hearing is not required when such conditions:

- 1) are administrative in nature
- 2) involve no discretionary judgment on the part of the Board
- 3) involve the applicant's possession of permits and approvals granted by other boards or agencies, such as the Department of Transportation, the Wetlands Board, or Water Supply and Pollution Control Division; however, any

subsequent change to the plan required such approvals would constitute grounds for a new application process.

G. Expedited Review

- 1) The Completed Application may be submitted, accepted and voted on at the same meeting provided the public notice so indicates.
- 2) The Board may waive certain plat requirements.

H. Public Hearing

Prior to approval of a site plan, a public hearing shall be held pursuant to RSA 676:4,I(d) with notice given to the applicant, abutters, and the public.

I. Notification

- 1) Notice of a Design Review, submission of a Completed Application, or a Public Hearing shall be given by the Board to the abutters and the Applicant by certified mail, mailed at least ten (10) days prior to the submission. The public will be given notice at the same time by posting at the Town Hall and the Post Office and publication in the Keene Sentinel.
- 2) The notice shall give the date, time, and place of the Planning Board meeting at which the Application or other item(s) will be formally submitted to the Board, shall include a general description of the proposal which is to be considered, and shall identify the Applicant and the location of the proposal.
- 3) If the notice for the public hearing was included in the notice of submission or any prior notice, additional notice of the public hearing is not required. Additional notice is not required of an adjourned session of a hearing provided that the date, time, and place of the adjourned session was made known at the prior meeting.

J. Fees

- 1) A fee of \$55.00 to reimburse the Board for its administrative and notification costs involved in processing applications shall accompany all applications.
- 2) All costs of notices, whether mailed, posted, or published, shall be paid in advance by the Applicant. Failure to pay costs shall constitute valid grounds for the Board to not accept the application as complete.
- 3) All applicants are responsible for the recording cost, if necessary, at the Register of Deeds of Cheshire County.
- 4) Pursuant to RSA 676:4,I(g), it shall be the responsibility of the Applicant, if the Board deems it necessary, to pay reasonable fees for special investigative studies, environmental assessments, legal review of documents, administrative expenses and other matters which may be required to make an informed decision on a particular application. Failure to pay such costs shall constitute valid grounds for the Board to terminate further consideration of the application and to disapprove the plat without a public hearing.

K. Site Inspections

- 1) Whenever the Board deems it necessary for the consideration of an application to visit the site, the Board shall request permission from the applicant. Inclusion of the public at the site inspection is at the discretion of the applicant.
- 2) Such a site inspection shall be posted as a meeting of the Board pursuant to the Right-to-Know provisions of RSA 91-A. If there is a quorum present at the site inspection, minutes shall be kept.

- 3) All applications are conditioned upon the owner allowing access to the property, to the extent reasonable and necessary to properly review the application. Denial of access automatically terminates any further consideration of the proposal.

L. Concurrent and Joint Hearings.

The applicant may request a joint hearing with one or more land use boards in conjunction with a subdivision hearing if all are required for the same project.

SECTION VI Submission Requirements

Every application shall be accompanied by a plat showing information relevant to the proposal. All plats shall, at a minimum, show the submission items, listed below, unless a waiver from any of these is granted by the Board. All existing conditions shall be drawn in solid lines; proposed conditions shall be drawn in dotted lines. Two (2) copies of the plat shall be submitted with the application.

A. Plat Submission Items

1. Name of project or identifying title; names and addresses of owners of record; and tax map and lot number.
2. North arrow, date of the plat, scale appropriate to the scope of the development; name and address of person preparing the plat; signature block for Planning Board approval.
3. Vicinity sketch at an appropriate scale showing the location of the site in relation to the existing public streets; and the zoning district(s).
4. All abutting landowners, physical features and uses of abutting land within 200 feet of the site.
5. Boundary lines, their source, approximate dimensions and bearings, and the lot area in acres and square feet. A certified survey may be required, if deemed necessary by the Board.
6. The shape, size, height, location and use of existing and proposed structures located on the site and those existing within 200 feet of the site.
7. Location, name and widths of any existing and proposed roads on the property and those existing within 200 feet of the site. New roads shall be constructed in accordance with the provisions contained in the Westmoreland Subdivision Regulations.
8. Location of existing and proposed sidewalks and driveways, with indication of direction of travel for any which are one-way. Both vehicular and pedestrian circulation shall be shown.
9. Identification of access to the site, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets; and copy of any driveway permit(s).
10. Location and total number of parking spaces; loading spaces and other similar facilities associated with the use.
11. A landscape plan, describing the number, location, types and size of all existing and proposed landscaping and screening.
12. The location, type, and nature of all existing and proposed exterior lighting.
13. Natural features such as streams, marshes, lakes, or ponds. Wetlands, as defined by the Town of Westmoreland Wetland Ordinances.

14. The existing and proposed grades and topographic contours based on USGS data, with spot elevations and base flood elevations where appropriate.
15. The size and location of all existing and proposed culverts.
16. Copy of certification by a licensed septic designer that an existing system is adequate to meet the needs of the proposed use.
17. Location and type of proposed waste disposal system, with an outline of the 4,000-sq. ft. areas reserved for leach fields for any new system; location of test pits and record of percolation tests.
18. Location of existing and proposed on-site well (showing 75-foot radius).
19. Soil survey date from the Cheshire County Soil Survey.
20. Location of any existing or proposed easements, deed restrictions, covenants.

B. Other

1. The application shall be accompanied by any necessary Federal, State or local permits and approvals, including but not limited to Board of Adjustment, Department of Transportation, or Water Supply and Pollution control Commission.
2. Erosion Control Plan which meets the design standards and specification set forth in the "Erosion and Sedimentation Control Design Handbook for Developing Areas in New Hampshire" (USDA Soil Conservation Service) shall be submitted where one or more of the following conditions are proposed:
 - a) a cumulative disturbed area exceeding 20,000 square feet;
 - b) construction of a road or street
 - c) construction of three or more dwelling units.
3. An adequate stormwater drainage system developed by a certified engineer.
4. Copies of any proposed or existing easements, covenants, deed restrictions, etc.
5. An impact analysis may be required, which takes into account the following items to the extent the Board deems applicable:
 - a) Demographic Description
 - b) Community Facilities Impacts (traffic, schools, public safety, and recreation).
 - c) Environmental Impact Analysis.
6. Such other information as deemed necessary by the Board in order to apply the regulations contained herein.

Should the Board determine that some or all of the above-described information is to be required, the applicant will be notified in writing within ten (10) days of the meeting at which the determination was made.

C. "As Built" Plans

Supplemental information may be required by the Board to update the final plat to reflect "as built" conditions and details. The plan shall show any easements and dedicated roadways. A security bond may be required to guarantee performance of the applicant's obligations as described herein.

SECTION VII Developments Having Regional Impact
(See list attached of criteria)

- A. All applications shall be reviewed for potential regional impacts. Upon such a finding, the Board shall furnish the regional planning commission(s) and the affected municipalities with copies of the minutes of the meeting at which the determination was made. The copies shall be sent by certified mail within 72 hours of the meeting.

- B. At least 14 days prior to the scheduled public hearing, the Board shall notify by certified mail the regional planning commission(s) and affected municipalities of the date, time and place of the hearing, and of their right to appear as abutters to offer testimony concerning the proposal.

SECTION VIII Special Flood Hazard Areas

- A. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- B. The Board shall require that all subdivision proposals and other proposed new developments greater than 50 lots or 5 acres, whichever is lesser, include within such proposals base flood elevation data. Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow determination that:
 - 1) all such proposals are consistent with the need to minimize flood damage; and
 - 2) adequate drainage is provided so as to reduce exposure to flood hazards.

SECTION IX Performance Guarantee

- A. As a condition of approval, the Planning Board shall require the posting of a performance guarantee in an amount sufficient to defray the costs of construction of streets. The amount of the security shall be based on an estimate of costs provided by the applicant; the amount of the security shall also include fees to cover the cost of periodic inspections. At the discretion of the Planning Board, the proposed security shall be reviewed by a licensed engineer. The applicant shall pay all costs of such review.
- B. Where electric lines or other utilities are to be installed by a corporation, municipal department, or public utility, a letter of intent shall be required stating that the work will be done in reasonable time and without expense to the Town.
- C. Each approved plat shall contain a time limit for the completion of streets and public improvements. The performance guarantee shall be released in phases as portions of the secured improvements or installations are completed and approved by the Board of its designee, in accordance with the plan approved by the Board.

SECTION X General Standards

- A. Design of development should fit the existing natural and manmade environments with the least stress:
 - 1. Site preparation is to be conducted with minimal disturbance to existing vegetation. Stripped topsoil is to be piled and reused on the site where needed. A minimum of 4 inches of topsoil is to be placed on the disturbed area. The site shall be adequately landscaped, as delineated in a landscape plan.
 - 2. Landscape treatment shall consist of natural, undisturbed vegetation or features, or newly installed ground cover, shrubs, or trees where appropriate.
 - 3. Grading and filling must be conducted to minimize the alteration of surface and subsurface drainage to, toward or across abutting properties, unless the written consent of the abutting landowner is obtained.

- B. Illumination:
1. Outdoor lighting shall not glare on abutting properties or on public highways or streets.
 2. Indirect lighting should be used on signs advertising goods or services offered on the premises. Blinking or flashing lights or signs are subject to the Town sign ordinance.
 3. Outdoor lighting is restricted to that which is necessary for advertising, safety and security of the property.
- C. Pedestrian Safety:
In the event that pedestrian traffic or employees are reasonably anticipated, provisions shall be made for sidewalks. All such sidewalks shall be at least six (6) inches above grade and protected by curbing.
- D. Off-street Parking and Loading Requirements:
1. Sufficient off-street loading and/or unloading space must be provided, including off-street areas for maneuvering of anticipated trucks or other vehicles. Maneuvers for parking and/or loading or unloading must not take place from a public street.
 2. Access, parking and loading areas are to be constructed so as to minimize dust, erosion, and runoff conditions that would have a detrimental effect on abutting or neighboring properties.
- E. Screening: Appropriate screening/buffers are to be maintained or installed to provide privacy and noise reduction to residential areas abutting nonresidential sites. The use of fencing or hedges (screening in winter months) is permitted.
- F. Street Access/Traffic Pattern: Access to public streets will meet the requirements of the NH Department of Transportation and/or the Town of Westmoreland. The internal traffic pattern will accommodate the proposed use, as well as providing easy, unimpeded access for emergency vehicles.
- G. Water Supply and Sewage Disposal Systems must be sized to adequately meet the needs of the proposed use under the regulations of the NH Water Supply and Pollution Control Commission and/or the Town of Westmoreland regulations. It shall be the responsibility of the applicant to provide adequate information to prove that the area of the lot is adequate to permit the installation and operation of an individual sewerage disposal system, and that existing systems are adequate to serve the needs of the proposed development.
- H. Underground fuel storage tanks shall comply with the standards of the NH Water Supply and Pollution Control Division, as set forth in Part Env-WS 411, NH Code of Administrative Rules.
- I. No increase in the peak flow of surface runoff should be permitted if such increased runoff passes beyond the property lines of the parcel upon which the development occurs.
- J. Pollution Control: To avoid undesirable and preventable elements of pollution such as noise, smoke, soot, particulate, or any other discharges into the environment which might prove harmful or a nuisance to persons, structures, groundwater, or adjacent properties is that the applicant will employ the best standards and technology economically available at the time.
- K. Where required by law, all buildings shall have access for handicapped persons.
- L. Where appropriate, installation of any new utilities and/or transmission lines shall be buried underground.

SECTION XI Revocation of Planning Board Approval

An approved site plan plat may be revoked by the Board in whole or in part, under the following circumstances: (1) at the request of or by agreement with the applicant; (2) when any requirement or condition of approval has been violated; (3) when the applicant has failed to perform any condition of approval within the time specified or within four years; (4) when four years have elapsed without any vesting of rights and the plan no longer conforms to applicable regulations; or (5) when the applicant has failed to provide for the continuation of adequate security.

SECTION XII Administration and Enforcement

- A. The Planning Board shall administer these regulations. The enforcement of these regulations is vested with the Selectmen.
- B. Waivers: The requirements of these regulations may be waived or modified when, in the opinion of the Board, specific conformity would pose an unnecessary hardship to the applicant and such waiver would not be contrary to the spirit and intent of these regulations.
- C. Penalties and Fines: Any violation of these regulations shall be subject to a civil fine as provided in RSA 676:16 and 676:17, as amended.
- D. Appeals: Any person aggrieved by a decision of the Planning Board concerning a plat or subdivision may appeal said decision to the superior court pursuant to RSA 677:15, except when a disapproval by the Board is based upon non-compliance with the zoning ordinance.

SECTION XIII Validity

If any section or part of a section or paragraph of these regulations shall be declared invalid or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other section or part of a section or paragraph of these regulations.

SECTION XIV Amendments

These regulations may be amended by a majority vote of the Planning Board after at least one (1) public hearing following the notification procedure outlined in Section IV, H & I of the Westmoreland Subdivision Regulations.

SECTION XV Effective Date

These regulations and any amendments thereto shall take effect upon their adoption, and all regulations or parts of regulations, inconsistent therewith, are hereby repealed.

CRITERIA FOR DETERMINING REGIONAL IMPACT

Impact Criteria shall include, but not be limited to, the following items: These shall in no way be considered exhaustive, but rather guidelines for the Board to follow in making a determination of impact on a neighboring municipality.

1. Residential Development: Proposals for lots or dwellings that would increase the existing housing stock of the town by more than 25%.
2. Commercial Development: Proposals for new or expanded space of 50,000 square feet or greater.
3. Industrial Development: Proposals for new or expanded space of 100,000 square feet or more.
4. Other Factors to be Considered:
 - A. Proximity to other municipal boundaries.
 - B. Traffic impacts on the regional road network.
 - C. Potential effect on groundwater, surface water and wetlands that transcend municipal boundaries.
 - D. The potential to disturb or destroy a significant or important natural environment or habitat.
 - E. The necessity for shared public facilities such as schools or solid waste disposal.
 - F. Anticipated emissions such as light, noise, smoke, odors, or particulates.
 - G. The potential for accidents that would require evacuation of a large area.
 - H. The generation and/or use of any hazardous materials.

TABLE I

MINIMUM ROAD DESIGN STANDARDS

Traffic Load	ADT 0-50	ADT 50-250	ADT 250-400	ADT 400 or greater
Design Speed	20	20	30	35
Centerline Curve Radius	120	150	250	425
Roadway Width	20'	22'	22'	24'
Shoulder Width (each side)	2'	2'	3'	4'
Vertical Curve				
Crest:	15	15	30	50
Sag:K Values (min)	24	24	40	50
Sight Distance	150	200	300	350
Sight Distance @ Road Intersections	200	300	350	400
Profile Grade				
Minimum:	0.5%	0.5%	0.5%	0.5%
Maximum:	10%	9%	8%	7%
Minimum Platform @ Road Intersections	2%-50'	2%-75'	2%-100'	2%-100'
Minimum Pavement Radius @ Road Intersections	30'	30'	35'	40'

TOWN OF WESTMORELAND
PLANNING BOARD

SITE PLAN REVIEW CHECKLIST

Applicant Name: _____ Date: _____

The items on this page are considered to be the minimum requirements for a completed site plan review. The Board may, in certain cases, need to request additional information.

I. Plat Submission Items

Submitted

Yes No NA

A. GENERAL

- | | |
|-------|--|
| _____ | 1. Are three (3) copies of the site plan attached? |
| _____ | 2. Is there a title block that shows: |
| _____ | a. Name of the development? |
| _____ | b. Name, address & telephone of owner of record or developer? |
| _____ | c. Signature of the owner or his/her agent? |
| _____ | 3. Is the north arrow, date of the plot and the name, address & seal of the _____ person preparing the plat shown? |
| _____ | 4. Is the scale appropriate to the scope of the project? |
| _____ | 5. Are the vicinity sketch and zoning district(s) shown? |
| _____ | 6. Are names and addresses of all abutters shown? |

B. ZONING

- | | |
|-------|---|
| _____ | 1. Is the proposed use permitted in the zoning district or, if not, has a zoning variance been granted? |
| _____ | 2. Is the total area of the parcel shown and does this satisfy the zoning minimum lot area requirement? |
| _____ | 3. Is the lot frontage shown and does it satisfy the zoning minimum frontage requirements? |

C. PROPERTY BOUNDARIES

- | | |
|-------|---|
| _____ | 1. Are boundary lines, approximate dimensions & bearings shown? |
| _____ | 2. Is the lot area in acres and square feet shown? Is the tax map and lot number shown? |
| _____ | 3. If this is an old survey, are the plans referenced, including page and book number at the Cheshire County Registry of Deeds, which were used in the compilation of bearings and distances? |
| _____ | 4. Are the locations of any existing or proposed easements, deed restrictions, and covenants shown? |

(cont.)

Submitted
Yes No NA

____ ____ ____
 ____ ____ ____
 ____ ____ ____
 ____ ____ ____

D. PHYSICAL/NATURAL FEATURES

1. Are physical features on the site and on abutting land within 200 feet of the site shown?
2. Soil survey data from Cheshire County Soil Survey.
3. Are all existing and proposed grades and contours shown on the plat?
4. Is land in current use?

E. BUILDINGS

____ ____ ____
 ____ ____ ____

1. Is the shape, size, height, location and use of existing and proposed structures located on the site and those within 200 feet of the site shown?
2. Are the dimensions and total area of each existing and proposed structure shown?

F. ACCESS POINTS

____ ____ ____
 ____ ____ ____
 ____ ____ ____
 ____ ____ ____

1. Are the locations, names and widths of any existing and proposed roads and driveways on the property and within 200 feet of the site shown?
2. Is there adequate all-season safe sight distance at access point(s)? (See Table I.)
3. Are access points adequate in number, size, locations and design?
4. Has approval been granted from either the NHDOT or the Town of Westmoreland for a driveway?

G. PARKING AND PEDESTRIAN SAFETY

____ ____ ____
 ____ ____ ____

1. Are the locations, number and sizes of parking areas and loading places shown?
2. Are the locations of existing and proposed sidewalks shown?

H. INTERNAL TRAFFIC PATTERN

____ ____ ____
 ____ ____ ____
 ____ ____ ____
 ____ ____ ____
 ____ ____ ____

1. Is internal traffic pattern safe & adequate for the proposed use?
2. Is traffic circulation indicated, for both pedestrian & vehicular?
3. Do emergency vehicles have easy, unimpeded access to all buildings, with adequate turn-around space?
4. Is adequate provision made for service vehicles?
5. Are areas provided for snow removal or storage without impeding traffic circulation or affecting safety?

I. UTILITIES AND DRAINAGE

____ ____ ____
 ____ ____ ____
 ____ ____ ____

1. Are the locations and sizes shown for all existing and proposed electric and telephone lines?
2. Have septic plans been approved by NH Water Supply and Pollution Control? Or, has the existing system been certified by a licensed septic designer as to sufficiency of system?
3. Is the location of existing and/or proposed on-site well shown (indicating a 75-foot radius on the property)?

Submitted
Yes No NA

J. LANDSCAPING, SIGNS, LIGHTING

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Are the location, types, and sizes of all existing and proposed landscaping and screening indicated on the plat? |
| _____ | _____ | _____ | 2. Are abutting residential structures adequately buffered from the proposed site? |
| _____ | _____ | _____ | 3. Is all existing and proposed signage indicated on the plat? Does it comply with the Westmoreland Sign Ordinance? |
| _____ | _____ | _____ | 4. Are the locations, type and nature of all existing and proposed exterior lighting shown? |
| _____ | _____ | _____ | 5. Is all exterior lighting facing downward so that it does not glare on abutting properties or out toward traffic? |

K. FEES

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Have fees for abutter and newspaper notification, administrative costs, and any independent consulting services required by the Board been paid? |
| _____ | _____ | _____ | 2. Have performance bonds or other securities been provided to the town? |

II. OTHER

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 1. Are any federal, state or local permits required? |
| _____ | _____ | _____ | 2. Is an Erosion and Sediment Control Plan required? |
| _____ | _____ | _____ | 3. Are copies of any proposed or existing easements, deed restrictions, covenants included in the application? |
| _____ | _____ | _____ | 4. Is there any other information deemed necessary by the Board to make an informed decision? |

TOWN OF WESTMORELAND

PLANNING BOARD
PO BOX 55
Westmoreland, NH 03467-0055

APPLICATION FOR PREAPPLICATION REVIEW

OPTIONAL

(Used only for submission and informational purposes – not a public hearing)

Submission Date_____

Name of Property Owner applying for Adjustment: _____

Address: _____ Telephone: _____

Location of property: Address _____ Map # ____ Lot # ____

Notice is hereby given in accordance with RSA 676:4 that an application for subdivision site plan (please circle one) will be submitted to the Planning Board on _____ at the Westmoreland Town Hall during a regular meeting of the Board. Upon a finding by the Board that the application meets the submission requirements of the Westmoreland subdivision and site plan regulations, the Board will vote to accept the application as complete and schedule a public hearing. Should the application not be accepted as complete, another submission meeting will be scheduled.

Signature of Applicant

TOWN OF WESTMORELAND

PLANNING BOARD
PO BOX 55
Westmoreland, NH 03467-0055

APPLICATION FOR SUBDIVISION/SITE PLAN REVIEW

Submission Date_____

Name of Property Owner applying for Adjustment: _____

Address: _____ Telephone: _____

Location of property: Address _____ Map # _____ Lot # _____

I, _____ hereby apply for a subdivision siteplan (please circle one) and acknowledge I will comply with all the ordinances of the Town of Westmoreland and any stipulations of the Planning Board as set forth in the appropriate 'Subdivision/Site Plan Checklist'.

Upon a finding by the Board that the application meets the submission requirements of the subdivision/site plan, the Board will vote to accept the application as complete, and a public hearing on the merits of the proposal will follow immediately. Should the application be deemed incomplete or should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is granted or not granted.

Signature of Applicant

Note: This application, together with three stamped copies of the plan of the property and a \$55.00 hearing fee, must be filed at least 15 days prior to the meeting with the Planning Board before consideration of subdivision or site plan review. Recording costs and postage, if applicable, will be paid by the applicant.